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Indicative Syllabus for Non-Faculty Positions

General Instructions Applicable for All Positions:

1. The written examination shall be of 150 Marks comprising of 3 Sections of total 2 Hours duration.
2. Section 1 shall be MCQ (Multiple Choice Questions) based with an overall score 60 Marks. It will essentially test the English Comprehension, Quantitative Aptitude, Reasoning Ability and the General Awareness of the candidates. This section will be common for all the candidates appearing for different positions.
3. Section 2 shall be a mix of Short Answer Type Questions and MCQs related to the domain and subject knowledge corresponding to the applied position. The overall score of this section shall be 50 Marks.
4. Section 3 shall be a computer based written examination focused on testing the subject knowledge of the candidate alongside computer proficiency. It shall comprise of writing small essays, office notes, office orders, memos, response to queries and similar items related to the subject matter. The overall score of this section shall be 40 Marks.
5. A brief outline of the scope of each sub-part is given in the following section against each of the openings aimed at general guidance for the candidates, but is not intended to be exhaustive.
6. Candidate should be highly proficient in MS Office.

Indicative Syllabus for Section 1 (Common to all positions):

1. English Comprehension: English Grammar and Language, Verbal Ability
2. Quantitative Aptitude: Mathematics (Class-X Level)
3. Reasoning & Mental Ability: Analytical Reasoning, Number Series, Letter Series, Odd man out, Coding-Decoding, Shapes and Mirror Images, Clocks, etc.
4. General Knowledge and Current Affairs: Current events Including issues of National and International importance, persons & places in recent news, basic awareness in science, history, politics, geography, economics and recent Govt initiatives in various fields.

Indicative Syllabus for Section 2 and Section 3 (Specific to the Subject Area and Positions Applied Against)

Accountant:

- Corporate Accounting
- Income Tax & GST
- Cost Accounting,
- Theory and Practice of Auditing
- Management Accounting
- Advanced Cost Accounting
- Cost and Management Audit
- Computer Application in Accounting
- Taxation Law & Practice
- Advanced Financial Accounting
- Understanding of GFR 2017, PFMS, GeM, CPPP, etc.

Senior Librarian and Information Assistant:

- Planning and implementing the administrative and budgetary functions of library and information services.
- Organize electronic resources, software and databases
- Safeguarding books, articles, cases and other teaching and research materials.
- Acquiring, organizing, managing and distributing library resources.
- Monitoring the financial regularization and maintenance of library accounts.
- Latest trends in Library practices.

Junior Engineer:

- Planning
- Quantity survey
- Estimation & Billing of general civil works
- Site Supervision and township civil works
- Construction Management
- Quality Assurance
- Short listing contractors & addressing change management requests
- Knowledge of construction contracts and purchase orders including initiation, investigation, negotiation and contract change orders.
- Sampling and Testing of Materials
- Knowledge of Project Diaries, work inspection reports and other necessary project documentation

Store and Purchase Officer:

- Understanding of all regular purchases execution and monitoring
- Deep Understanding of General Financial Rules 2017.
- Inventory Control, Coordination with all user departments and suppliers.

- Detailed knowledge of tendering process.
- Negotiating skills for best pricing deals.
- Continuous updating of user requirements and dealing with new vendors for competitive price advantage.
- Purchase and stores functions
- Identification and Shortlisting of vendors, equipment or supplies, prepare and process requisitions and purchase orders for supplies and equipment, control purchasing department budgets
- Stock control and maintenance of all stock ledgers.
- Understanding of GFR, PFMs, GeM, CPPP, etc.

Secretary to the Director:

- English comprehension along with drafting skills to test various forms of written communication.
- Preparation of MoM, Organising meetings, Mail management.
- Screening phone calls and dealing with enquiries wherein appropriate.
- Organising and attending meetings, taking minutes and notes.
- Replying to emails, fax and post wherever applicable, Booking travel arrangements and accommodation when necessary.
- Co-ordinating with offices/departments on behalf of Director's Secretariat, organising and maintaining office systems.

Personal Assistant:

- English comprehension along with drafting skills to test various forms of written communication.
- Screening phone calls and dealing with enquiries wherein appropriate.
- Understanding of HR & general administration,
- Manpower planning, knowledge of recruitment,
- MIS and Data Base, Employee database & personal files,
- Diary and calender management,
- Management of documentation of contract employees, training, development, statutory legal compliance (ESIS, PF, NPS etc), performance appraisal, monitoring and control of attendance, time-keeping

Office Assistant

- Knowledge of accounting procedures/stores and purchase/secretarial assistance/logistics etc.
- Knowledge of Conduction of educational programmes in any Institute of Higher Education.
- Experience in maintaining office records, keeping systems, deposit forms, purchase requisitions and online supply orders; maintaining of databases, confidential files and other related information for departmental needs, maintaining of inventory of office supplies and orders as necessary and any other allied tasks
- Proficient in office management software with excellent typing and drafting skills.